



Manager, Learning & Community Programs

REPORTS TO: Director, Artistic Planning

DIRECT REPORTS: Learning & Community Projects Coordinator

ROLE OVERVIEW

The Manager, Learning & Community Programs, in conjunction with the Director, Artistic Planning, is responsible for devising, planning and implementing the ASO's Learning and Community engagement program within the CBD and regions. This individual plays a key role in developing our reach through innovative and participatory events, building new audiences and expanding opportunities for people of all ages and backgrounds to engage with the ASO.

KEY RELATIONSHIPS

The Manager, Learning & Community Programs is responsible for building and maintaining relationships across a wide cross section of the community including but not limited to; schools, community groups, tertiary education institutions, youth/community orchestras, hospitals, partner arts organisations, artists and local governments/councils.

This role must also work collaboratively with all departments in order to effectively plan, market and deliver events.

KEY RESPONSIBILITIES

1. Lead in the research, development, coordination and delivery of learning and community engagement initiatives
2. Assist with the establishment of new communication and marketing channels to promote and advertise ASO events to communities
3. Along with the Manager, Philanthropy and Development, provide information and data in support of the application for relevant government and foundation grants
4. Line manage the Learning and Community Projects Coordinator and support them in co-ordinating programs and events to ensure projects are executed to a high standard
5. Create and maintain project budgets in conjunction with the Director, Artistic Planning
6. Coordinate and engage artists; commissioning new work and programming as required
7. Utilise, administer and maintain accurate records in the ASO's CRM database 'Tessitura' and planning software 'Arts Vision'



8. Prepare accurate and timely reports as required for the Senior Management Team and/or Executive
9. Develop and maintain relationships with internal and external stakeholders
10. Provide information for projects and marketing campaigns as required

SPECIAL REQUIREMENTS

- The position will require regular evening and weekend work to attend and support ASO events and performances
- A valid Australian Driver's License is required, as the position will require local travel.
- Willingness and physical *ability to undertake manual handling requirements as required when executing events*
- Prior to commencing employment, the preferred candidate is required to have satisfactorily met the requirements of a Working with Children Screening and background check
- Sound knowledge and appreciation of orchestral music

PERSON SPECIFICATION

Detailed below are the qualifications, experiences/knowledge and skills/abilities identified for the position.

The essential criteria show the minimum essential requirements of the position. The desirable criteria outline additional attributes which would enable the successful candidate to perform the role more effectively; they are not essential but may be used to distinguish between applicants during the shortlisting process.

Essential Criteria

- Tertiary qualification preferably in music or a related field or equivalent demonstrable experience
- Demonstrable relevant experience working within an Arts organisation
- Experience in effectively developing and maintaining professional relationships, including the ability to identify and engage with new and diverse audiences
- Sound understanding of project management principles, managing budgets and experience successfully delivering projects within identified parameters
- High level administrative skills including exceptional attention to detail, professionalism and confidence suitable for working in a busy environment
- Demonstrated excellent time management skills, including effective diary management, the ability to coordinate and deliver simultaneous projects
- Display excellent interpersonal and communication skills, including the ability to effectively liaise with a wide variety of artists/stakeholders
- A positive hands-on attitude, willingness to take direction, effectively work independently and as part of a team

Desirable

- Demonstrable experience working in audience development and/or community engagement
- Experience undertaking research including data collection, analysis, report-writing and delivery
- Excellent copy writing skills across all channels (print and digital)



- Demonstrated experience in event management and a customer service role
- Strong IT skills including excellent knowledge of Microsoft suite, experience using a customer relations database and an ability to quickly learn new programs
- Score reading ability

Position Information:

*This position is being offered on a full time basis, on a 3 year contract with a start date in September 2022. The salary range for this position is \$70,000 to \$80,000.

How to Apply:

Qualified candidates are encouraged to submit a current CV and Cover Letter outlining your suitability to the attention of Rachel Grant, Human Resources Coordinator. Applications or queries can be submitted via email to Rachel at employment@aso.com.au.

[Applications will close on Friday 26 August 2022.](#)

[Interviews may commence as applications are received.](#)

The ASO invites applications from all qualified candidates with current working rights in Australia.